



European Society of Gastrointestinal Endoscopy

Working together in endoscopy to achieve optimal patient care.

We Are Hiring: Scientific Abstract Coordinator

(Part-Time Employment in Germany or Independent Service Provider within Europe)

About ESGE

The European Society of Gastrointestinal Endoscopy (ESGE) is an international medical association representing 46 national endoscopy societies across Europe, the Mediterranean, and North Africa, as well as more than 6,000 individual members.

Our mission is to advance the quality of gastrointestinal endoscopy through education, innovation, research, and the dissemination of scientific knowledge. ESGE develops clinical guidelines, educational programmes, training initiatives, and scientific events that support healthcare professionals worldwide.

The ESGE Office in Munich coordinates the society's activities and supports a broad range of scientific, educational, and congress-related projects.

Our flagship annual congress, ESGE Days, attracts more than 6,000 onsite and online participants annually. The successful management of the large-scale abstract programme is a central element of ESGE's scientific and educational activities.

The Opportunity

This is your unique opportunity to take ownership of one of the largest scientific abstract programmes in gastrointestinal endoscopy, supporting more than 2,500 annual abstract submissions and contributing directly to the scientific success of ESGE Days.

We are seeking a highly organised and detail-oriented Scientific Abstract Coordinator to support the management of ESGE's scientific abstract and review processes under the leadership and in close collaboration with our Senior Scientific Programme Manager.

The Scientific Abstract Coordinator will be responsible for the end-to-end coordination of the scientific abstract programme for the annual congress, managing approximately 2,500 submissions each congress cycle. The post-holder is responsible for the complete lifecycle of abstracts—from configuring the submission platform and launching the call for abstracts through peer review coordination, author notifications, programme scheduling, and post-conference publication. The role demands exceptional organisational rigour, an interest in scientific content, and the ability to manage multiple stakeholder groups simultaneously across international time zones.

This position offers flexibility in how we work together. We welcome applications from candidates interested in either:

- a part-time employment position*
- an independent service provider arrangement for professionals based in Europe.

*Candidates applying for the employment option must reside in Germany and hold a valid work permit for Germany.

Working under the leadership of the Senior Scientific Programme Manager, you will play a central role in coordinating the complete abstract lifecycle, supporting scientific review processes, managing digital platforms, and ensuring smooth communication with authors, reviewers, committee members, publishers and faculty. The workload follows the annual congress cycle, with higher activity during the abstract submission, review and programme development phases and lower activity during other periods of the year.

Your Key Responsibilities

- **Planning & System Configuration**
- **Call for Abstracts & Submission Management**
- **Peer Review Coordination**
- **Selection Processes & Author Communications**
- **Scientific Programme Development & Scheduling**
- **On-Site Congress Management**
- **Post-Conference Reporting & Publications**
- **Stakeholder Coordination & Communication**

Your Profile

You are an organised and proactive professional who enjoys managing complex processes and working with multiple stakeholders in an international scientific environment.

You have:

- Very good English language skills, both written and spoken
- First experience in abstract management, scientific congresses, medical associations, journal publishing, scientific administration, or related fields
- Strong organisational and project management skills
- Excellent attention to detail and accuracy
- Confidence working with databases, online platforms, and digital tools
- Strong communication and stakeholder management skills
- The ability to prioritise effectively and manage multiple deadlines
- Proven ability to maintain confidentiality and handle sensitive information with discretion
- A collaborative and service-oriented mindset
- The ability to work independently and take ownership of projects



The following would be considered an advantage:

- Experience with scientific abstract management systems
- Experience working with medical societies or volunteer-led committees
- Experience supporting international congresses or scientific programmes
- Experience with GDPR / data-protection compliance requirements.

Collaboration Models

Part-Time Employment (Germany)

- 20–30 hours per week (or by agreement)
- Residency in Germany required
- Valid German work permit required
- Hybrid working arrangements possible

Independent Service Provider (Europe)

We welcome applications from congress, publication or scientific programme professionals who currently operate as independent consultants or service providers.

- Flexible workload by agreement
- Candidates may be based anywhere within Europe
- Collaboration through a service agreement
- Provision of specialised abstract and scientific programme coordination services to ESGE as an independent contractor

Please indicate in your application which collaboration model you are interested in.

What We Offer

- A meaningful role within a leading international medical society in endoscopy
- Flexible working arrangements
- A highly professional, collaborative, and international environment
- Close interaction with leading experts and scientific committees across Europe
- Long-term collaboration opportunities
- Competitive compensation based on experience and collaboration model
- A welcoming and supportive team culture with colleagues who are passionate about what they do



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How to Apply

If you believe you would be a great fit for this role, we would be delighted to hear from you.

Please send the following documents in English:

- Curriculum Vitae (CV)
- One page motivation letter

to:

Jennifer Haas, ESGE Executive Director: jennifer.haas@esge.com

- Please indicate whether you are applying for the employment option or the independent service provider option.
- **Please note that only complete applications, including a CV and a motivation letter, will be reviewed and answered.**
- For the employment option, applicants must reside in Germany and be legally authorised to work in Germany. Applications that do not meet these mandatory requirements cannot be considered.
- Applications will be reviewed on a rolling basis until the position has been filled.

We are looking forward to receiving your application.